



P.O. Box 129, 1 Bailey Street, Port Carling, Ontario, P0B 1J0
Website: www.muskokalakes.ca
Phone: 705-765-3156

How to Prepare for your Hearing Review

Please Note: If you fail to appear on the date and time for your Hearing Review, you will be charged a \$200.00 administrative fee.

Hearing Review Location

After the submission of a Request for Review by Hearing Officer form, all information that you feel would be relevant for the Hearing Officer to review shall be submitted no later than 3 days before your scheduled Hearing Review. All Hearing Reviews will be conducted either in person or electronically via Zoom.

Evidence

When you attend the Hearing Review, please bring copies of any documents that you intend to use as evidence in relation to the Administrative Penalty Notice.

If you are in financial hardship and require additional time to pay, please bring in financial documents to support your claim.

If you are sending someone to act on your behalf, you must complete an Authorization to Act as an Agent form.

Hearing Review Procedure

The Hearing Officer will review and consider any material you submit before making a decision. During a Hearing Review, the Hearing Officer may:

1. Confirm the Screening Decision;
2. Cancel or reduce the penalty and/or extend the time for payment of the Administrative Penalty, including any Administrative Fee(s), on the following grounds:
 - i. Where the Person establishes on a balance of probabilities that the Designated By-law(s) as described in the Penalty Notice was not contravened; or
 - ii. Where the Person establishes on a balance of probabilities that the cancellation, reduction or extension of time for payment of the Administrative Penalty, including any Administrative Fee(s), is necessary to relieve any undue financial hardship.

Additional Information

For more information regarding the Administrative Monetary Penalty System, please visit www.muskokalakes.ca or call 705-765-3156.